Private Colleges Accreditation Board

Annual Report

April 1, 1989 - March 31, 1990

Alberta

90-07219/

PRIVATE COLLEGES ACCREDITATION BOARD

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June 29, 1990

The Honourable John Gogo
Minister of Advanced Education
227 Legislature Building
Edmonton, Alberta
T5K 2B6

Dear Mr. Gogo:

Herewith is the fifth Annual Report of the Private Colleges Accreditation Board, for the period April 1, 1989 to March 31, 1990.

Respectfully,

W.H. Worth

Walter H. Worth
Chairman

1. Introduction

The first private college was established in Alberta in 1913. By 1940, nine such colleges had been created by private acts of the Legislature. By the end of 1988, the Legislature had created thirty private colleges, twenty-one of which were still operating. For many years, Alberta's private colleges offered high school and career programs and granted degrees in divinity. In 1959, the first private college entered into a formal affiliation agreement by which its students could complete university study and obtain advanced credit toward completion of their degrees at the University of Alberta. By 1983, three more colleges had similar agreements.

For many years, the private colleges had been interested in granting their own degrees in fields other than divinity. This interest accorded with the Government's policy of extending access and alternatives in post-secondary education. At the same time, Government recognized that the public interest concerning the meaning or status of the baccalaureate needed to be protected and that the historical precedents of university level study in the Province should be respected. Various means were examined by which this authority could be granted. After considerable discussion, Government, the private colleges and the universities agreed that the interests of the public and the institutions could be best served by an independent body that would assess proposals for degree programs from the private colleges.

The Private Colleges Accreditation Board was established for this purpose in 1984 by an amendment to Alberta's **Universities Act.** The Board is empowered to make recommendations to the Minister of Advanced Education with respect to the approval of baccalaureate degrees that may be offered by Alberta private colleges. With the concurrence and support of the Minister of Advanced Education, approval to do so may be granted by Order in Council.

Upon receiving an application from a private college for baccalaureate program approval, the Board has the authority to enquire into all aspects of a private college's operation. The Board has established minimum conditions which must be satisfied by a college proposing to offer a degree so that each approved program meets acceptable academic standards. The Board is also responsible for the periodic review of the quality of approved programs. Accordingly, colleges are required to submit annual reports and to undergo periodic comprehensive evaluations.

2. Membership of the Board

The Board consists of thirteen members appointed by the Minister of Advanced Education: a chairman; four members of the public; four university academic staff members nominated by the Universities Co-ordinating Council; and four private college academic staff members nominated jointly by their presidents.

In addition, the Minister designates an official from his Department to attend meetings in a non-voting capacity. The services of an executive secretary and secretary are provided to the Board by the Minister.

During the reporting period, the following individuals have served the Board.

Chairman	
Dr. Walter Worth	Chairman
Public Members	
Mr. Ed Makarenko	Vice-Chairman
Mrs. Margaret Noble	
Mr. Horace Ottley	
Ms. Caroline Martin	
University Members	
Dr. Dominique Abrioux	Athabasca University
Dr. Don Detomasi	University of Calgary (to Sept.22/89)
Dr. James Forrest	University of Alberta
Dr. Roger Gibbins	University of Calgary (from Sept.23/89)
Prof. Laurence Hoye	University of Lethbridge (to Aug.31/89)
Dr. Ian Newbould	University of Lethbridge (from Sept.1/89)
Private College Members	
Dr. Gary Colwell	Concordia College (from Sept.8/89)
Dr. Peter Mahaffy	The King's College
Dr. Judith Meier	Concordia College (to Aug.22/89)
Dr. Chester Olson	Camrose Lutheran University College
Dr. Warren Trenchard	Canadian Union College
Alberta Advanced Education	
Mr. Bill Novasky	
Secretariat	
Dr. Larry Orton	Executive Secretary
Mrs. Nicole Young	Office Manager

Three original members of the Board, Dr. Judith Meier, Dr. Don Detomasi and Professor Laurence Hoye, resigned before the end of their terms to facilitate an orderly change in the composition of the Board in the current and future years.

3. Policies and Procedures

During the summer of 1989, the Board developed a Management Plan which was approved at its September meeting. The plan presents a detailed schedule for the 1989-1990 year within a four-year framework. The Management Plan serves three principal purposes. First, the process of annually preparing the plan assists both the Board and its Secretariat to re-examine the Board's focus and to set priorities. Second, through the Management Plan, the Secretariat can identify its role in achieving the Board's mission. Insofar as the Secretariat's work is built upon the management objectives identified in the plan, this coordinated approach links Secretariat efforts to the Board's mission. Third, the Management Plan conveys to the Board and its constituencies a sense of work anticipated during the coming year and beyond.

The Management Plan outlined two major initiatives that the Board intended to pursue during the year: consideration of the aspirations of private colleges to grant professional degrees and the development of a guide for teams conducting comprehensive evaluations. During the year, it also became obvious that the Board needed to consider carefully its role in the funding and financial operations of the private colleges.

The Management Plan also identified two long-standing policies that would be reviewed: the Board's guidelines for the introduction of new concentrations and the approval of three-year degree programs. These reviews were completed, with the Board concluding that the existing policies should remain in effect.

In the period under review, the Board met four times. Wanting to familiarize its new members with the private colleges, the Board held two of its meetings on the campuses of private colleges: Concordia College and Canadian Union College. These two colleges were selected for specific reasons. The Board had identified certain changes that were necessary at the time of Concordia's accreditation and a visit was desirable to acquaint the Board with the improvements that had been made. Canadian Union College will be returning to the Board after it has met the conditions for accreditation stipulated by the Board, and it was desirable for Board members to become familiar with the institution.

The **Universities Act** requires the Board to arrange periodic evaluations of accredited degree programs in private colleges. The periodic evaluation process requires the submission of an annual report from each college. Colleges' annual reports were received in the fall of 1989, and considered at the January meeting of the Board. Discussions are currently underway with colleges regarding these reports.

In March, the Board published the third edition of its directory of private colleges in Alberta. For the first time, this directory was based on a survey of the colleges, undertaken with the help of Alberta Advanced Education. Consumer and Corporate Affairs provided invaluable assistance by verifying the legal status of the various institutions. **Private and Independent Colleges in Alberta** provides basic information on forty private post-secondary institutions operating in Alberta, including twenty-one established under private Acts of the Legislature. The directory was distributed throughout government and the post-secondary system.

4. Administration

The Executive Secretary continues to devote the majority of his time to Board activities while undertaking other assignments within Advanced Education. The Accreditation Board's work is to have priority. As in previous years the Secretariat provided information to Advanced Education about the activities of various institutions including St. Francis Xavier University, Northland Open University, Nova College, Nova University, Brahma Kamaris New Spiritual University, and Fielding Institute.

5. Communications

Within Alberta

The Board maintains communication with many of Alberta's independent post-secondary institutions. As in the past, some of this communication concerns institutions' interest in obtaining accreditation. Other communications resulted from an inquiry from an individual or agency, in Alberta or elsewhere, seeking information either on the accreditation status of an institution or on the way in which an institution can become accredited. The groups which have been the subject of the Board's communications include the following: Mount Carmel Bible School, Victory Christian Training Center, Nechi Institute, Mountain View Bible College, Hillcrest Christian College, Prairie Bible Institute/Prairie Graduate School, Gardner Bible College, Rosebud School of the Arts, and the Metis Association of Alberta.

The Board's Secretariat continues to respond to requests from various Alberta agencies about matters related to private colleges and accreditation. During the past year, requests were received from Grant MacEwan Community College, Mount Royal College, Red Deer College, and Alberta Health.

Extra-provincial

During the reporting period the Board was approached by a committee of the Ontario Council on University Affairs (OCUA), which has been asked by the Minister of Colleges and Universities for advice on the expansion of degree-granting authority in Ontario. The Board's Executive Secretary was asked to comment on draft reports prepared for the committee of the OCUA. He was also asked to comment on the "Report of the Task Force on the Ministry of Colleges and Universities Policy on Assessing Applications for Incorporation from Private Bible Colleges and Seminaries".

Various agencies outside Alberta contacted the Board for information about matters related either to private colleges or to accreditation.

6. Related Developments

Three developments continued to be of interest because of the implications they may have for the work of the Board and the future of private colleges:

- the passage of Acts by the Legislative Assembly, creating new private colleges;

- the access to degree programs in other post-secondary institutions in the province;

- the delivery of degree programs in Alberta by out-of-province institutions.

In the year ahead, further consideration will be given to the probable consequences of these developments as a basis for anticipatory planning by the Board.

ADDENDUM A

The terms of reference for the Private Colleges Accreditation Board are given in Part 2.1 of Alberta's Universities Act.

Part 2.1

PRIVATE COLLEGES ACCREDITATION BOARD

Definition **64.1** In this Part, ''Accreditation Board'' means the Private Colleges Accreditation Board established under section 64.2.

Establishment Of Board **64.2** (1) There shall be a Private Colleges Accreditation Board appointed by the Minister consisting of

(a) a chairman,

(b) 4 academic staff members of the universities, nominated by the Universities Co-ordinating Council,

(c) 4 academic staff members of private colleges that

(i) are affiliated with a university under an agreement under section 17(3), or

(ii) have been designated under section 64.5

nominated jointly by the chief executive officers of each of those private colleges, and

(d) 4 members of the public.

(2) The Minister shall designate an employee under his administration to attend meetings of the Accreditation Board.

(3) The person designated under subsection (2) shall be given prior notice of all meetings of the Accreditation Board and has the right to attend and to participate in those meetings, but does not have the right to vote on matters before the Accreditation Board.

Term of office and renumeration **64.3** (1) A person appointed as a member of the Accreditation Board holds office for a term not exceeding 3 years as prescribed in the appointment and is eligible for reappointment for a 2nd term, but not for further reappointment.

(2) The members of the Accreditation Board

(a) shall be paid travelling and living expenses while absent from their ordinary places of residence and in the course of their duties as members of the Accreditation Board, and

(b) may be paid remuneration for the performance of their duties as members of the Accreditation Board

at rates prescribed by the Minister.

Budget, records and reports

64.4 (1) The Accreditation Board shall each year prepare a budget and submit it to the Minister for approval, and the Minister shall, in accordance with the approved budget, pay the operating expenses of the Accreditation Board.

(2) The Accreditation Board shall

(a) keep full and accurate records of its proceedings, transactions and finances, and

(b) prepare and transmit to the Minister annual and other reports and returns as required by the Minister.

Approval of programs of study

64.5 (1) The Accreditation Board may inquire into any matter that relates to the approval of programs of study, other than programs in divinity, leading to a baccalaureate that may be granted by a private college.

(2) If the Accreditation Board determines that a private college has met the prescribed minimum conditions for the approval of a program of study leading to a baccalaureate, it shall approve the program of study and recommend to the Minister that the private college be granted the power to grant a baccalaureate in respect of that approved program of study.

(3) On the recommendation of the Minister, the Lieutenant Governor in Council may by order designate a private college as an institution that may grant a baccalaureate in respect of a program of study approved by the Accreditation Board.

(4) An order under subsection (3) is subject to any conditions specified in the order.

Periodic evaluation of approved programs

64.6 (1) The Accreditation Board shall establish procedures for the periodic evaluation of approved programs of study provided by private colleges designated under section 64.5.

(2) If the Accreditation Board determines that a program of study should no longer be approved, it shall withdraw its approval of the program of study and recommend to the Minister that the private college that offers the program of study should no longer be designated under section 64.5.

(3) On the recommendation of the Minister, the Lieutenant Governor in Council may by order rescind the designation under section 64.5.

Powers of the Board

64.7 Without restricting the generality of section 64.5(1) and 64.6(1), the Accreditation Board may

(a) determine the minimum standards for the approval of a program of study leading to a baccalaureate that may be granted by a private college,

(b) establish and implement procedures for

(i) the review and approval of courses of study,

(ii) the review and approval of the academic credentials of the instructional staff,

(iii) the inspection and approval of libraries, laboratories and other related instructional facilities, and

(iv) the examination of available financial support

of a private college that proposes a program of study leading to a baccalaureate to be granted by that private college,

(c) require a report from the governing body of a private college on any matter pertaining to a proposed or to an approved program of study, and

(d) appoint persons to provide advice and recommendations relating to the review and evaluation made by the Accreditation Board in respect of any program of study.

ADDENDUM B

Publications of the Accreditation Board

Accreditation Handbook. Second Edition. March 1989.
The Handbook documents the basic policies and procedures of the Board for dealing with proposals from private colleges for the authority to grant degrees.

Instructions and Sample Forms for Accredited Colleges' Annual Report to the Private Colleges Accreditation Board. Second Edition. July 1989.
This publication provides detailed advice to private colleges about the preparation of their annual reports.

Accredited Colleges' Annual Report to the Private Colleges Accreditation Board. Second Annual Report, 1988-1989. December 1989.
This is a consolidated publication of the colleges' annual reports to the Board.

Private and Independent Colleges in Alberta. Third Edition. March 1990.
The directory provides basic information about all private and independent colleges operating in Alberta.

Status of Accreditation. August 1989.
Periodically, the Board publishes a document which summarizes the steps which have been taken towards accreditation by all colleges that have applied for accreditation.

Management Plan. September 1989.
The plan presents a detailed schedule for the 1989-1990 year within a four-year framework.